

## Dear Parent or Guardian:

Your son or daughter has been referred to the Drug and Alcohol Education Program in response to:

1) a school related substance use violation

**OR**

2) a police identified first arrestable offense involving drugs or alcohol.

**OR**

3) a police issued marijuana citation.

Because we recognize that “good kids can make bad decisions”, the intent of our program is to provide education and support as students move through adolescence into young adulthood.

This brochure contains information about the program, how to sign up and answers to some frequently asked questions. If after you read it, you have additional questions or concerns; please don’t hesitate to call me at 781-275-7727.

Sincerely,

Jessica Wildfong  
Prevention Services Coordinator  
Bedford Youth and Family Services  
(BYFS)

## ABOUT THE PROGRAM:

There are a total of six meetings, each lasting 45-60 minutes. An initial conversation with a parent prior to the first meeting with the student is considered optimal. The program is completed when all six sessions including the final youth/parent meeting have been attended.

The six sessions are:

- ❖ A parent only interview
- ❖ Substance use screening- Youth only
- ❖ Decision making review-Youth only
- ❖ Peer pressure/stress review- Youth only
- ❖ Drug abuse and alcohol poisoning review-Youth only
- ❖ Parent/youth final meeting

If youth are referred as part of a group, some sessions could include other individuals involved in the same incident.

Further recommendations for counseling or substance abuse treatment will be made at the final session if needed.

## TO PARTICIPATE:

- ❖ **Youth and Parent/Guardian must both sign and date the enclosed agreement form.**
- ❖ **The agreement form must be returned within 48 hours of receipt to BYFS or other referring authority if required as part of Police or School Policy.**
- ❖ **After the signed agreement is returned to BYFS or to the referring agency, a parent should contact Youth and Family Services, at 781-275-7727 to arrange an initial parent meeting.**
- ❖ **Youth should contact BYFS, Prevention Services Coordinator, Jessica Wildfong, Bedford Town Center, 12 Mudge Way by calling 781-275-7727 or by coming to the office to schedule meetings.**



## Frequently Asked Questions

### How does my child sign up?

The agreement form that came with this brochure must be signed by you and your child. The signed agreement can be brought to BYFS or the referring agency.

### What if I work during the day?

Every effort will be made to accommodate busy schedules, with early morning, late afternoon and evening appointments available.

### What if my child can't attend a scheduled meeting?

If your child can not attend a scheduled meeting, he or she should contact the BYFS office. Students are expected to be responsible for letting the BYFS office know about an absence. **PLEASE NOTE: It is the responsibility of the student to re-schedule a missed meeting.** A student is allowed one unexcused absence. A second unexcused absence will result in termination from the program and any referring organization will also be notified. It is important for parents and students to commit to the Program in order to have optimal success.

### My child plays sports or has other activities and can't attend after school.

BYFS tries to be as flexible as possible when it comes to schedules. We work with the Athletic Department and they maintain the position that attending the program takes precedence over sports.



### Is there a time limit on completing the program?

It is the expectation that a student should complete the program within two and a half months from the first parent meeting.

### Is there a fee for attending the program?

There is no fee for Bedford residents to attend the Program. It is a service provided by BYFS.

### What happens when my child has completed the program?

A letter of completion is given to your child and sent to any referring agency, if one exists, with a signed release. You or your child can also copy the letter for any authority involved. A copy is kept in a confidential file in the BYFS office.

### Will this incident be recorded on my child's school record?

Please check with the Assistant Principals for answers to questions about school records. School Main #781-275-1700

### Will my child have a police record?

Please check with the Bedford Police for answers to questions about your child's police record. Police Main # 781-275-1212

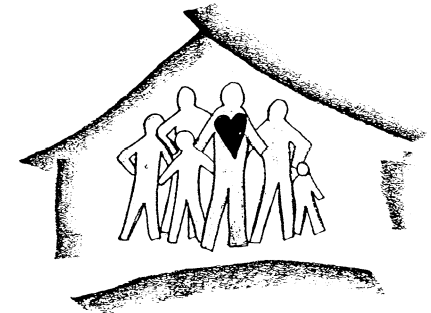
### What happens to the BYFS records?

In accordance with agency policy and state law, BYFS will maintain confidential records in a locked file. Information from youth files and meetings either written or oral may not be released without a student's written permission. Records are kept on file until a youth turns 18 or graduates from high school.

## TOWN OF BEDFORD

### Bedford Youth and Family Services

#### YOUTH DRUG AND ALCOHOL EDUCATION/DIVERSION PROGRAM



**TOWN CENTER  
12 Mudge Way  
Bedford, MA 01730  
781-275-7727**

**Office Hours:  
8:00- 4:00  
Monday-Friday**

**Summer Hours Vary**